

2004 COMMUNITY BOND OVERSIGHT COMMITTEE
Meeting Summary
January 29, 2008

Committee Members in Attendance

Willis Adams
Margarito Aranda
Donetta Goodall
Jackie Hawkins
Morris Hoover
Bobby Jenkins
Cindy Lara
Ana Martinez
Carolyn Merritt
Mary Ann Neely
Jim Recek
Steve Rogers
Gerard Washington
Peck Young

Staff Members in Attendance

Mario Alaniz
Randy Baldwin
Norman Barker
Andrew Clements
Craig Estes
Maria Guerra
Mark Harris
Deborah James
Flo Rice
Pat Rossett
Scott Rouse
Curt Shaw
Tony Silva
Velupillai Sivalingam
Paul Turner
Terry Wadsworth
Idella Wilson

Agenda

- I. Call to Order and Approval of Minutes
- II. Subcommittee Meetings
- III. Subcommittee Reports
- IV. Follow-Up of December Site Tour
- V. Agenda Items for Next Meeting

I. **Call to Order and Approval of Minutes**

Bobby Jenkins called the meeting to order and invited questions and modifications of the agenda from other CBOC members. The November minutes were approved as written.

A member noted that at the November meeting a request had been made to place on this month's agenda a discussion on whether to continue with the survey and HUB subcommittees. He asked if the tri-chairs had considered including this item on the agenda. Staff reminded members that a request had been made to focus the meeting on the subcommittee meetings and reports. The discussion on the Survey and HUB subcommittee is scheduled for the February agenda.

II. Project Managers' Reports

The Committee met in geographical subcommittees (north, central and south) to review the status of the projects in their assigned areas. Members received updated information from AISD senior project managers and individual project managers in the following areas:

- Project schedule
- Project budget
- General project information
- Project environmental components

III. Subcommittee Reports

At the conclusion of the subcommittee meetings, the Committee reconvened for a large group project discussion. Highlights of the individual subcommittee reports include:

North

There are 45 projects and everything is proceeding well.

Tennis Center at Garcia Middle School

- The City of Austin has begun construction of the tennis courts.

Overton Elementary School

- The City of Austin anticipates completing the construction of the recreation center by the end of March.
- CBOC members will receive invitations to the joint City and District dedication ceremony once the date has been established.

Central

Many projects are completed or in warranty. Others are in design or out for bids.

Pease Elementary School

- Due to the age and deteriorated state of plumbing system at in the school, the renovations to the restrooms are challenging.
- This has increased the scope of work by a sizeable amount.

Highland Park Elementary School

- The replacement and insulation of deteriorated domestic water and sanitary piping under floors is a large and difficult project.

House Park

- The toilets in the field house should be completed in 30 days.

South

With two exceptions, projects are going extremely well.

Baranoff Elementary School

- The contractor has once again moved the completion date back. It had been set for early February and now has been moved to May 5th.
- The contractor has been notified that he may be subject to liquidated damages.

Oak Hill Elementary School

- There are delays in replacing mechanical room pipes because of the asbestos found.

Parking Lot Issues

There were no parking lot issues.

IV. Follow-Up of December Site Tour

- The site tour took place on Tuesday, December 11th and members visited Kealing Middle School and Overton Elementary School.
- They rode in the new plug-in hybrid school bus.
- Ten CBOC members took the tour and one Trustee, Johna Edwards joined them.
- Members expressed how valuable they find the tours and how much they appreciate the input from teachers and staff on the tours. The staff adds much value to the visits because of the insight they provide on the use of the space.
- The next tour will be scheduled for July.

At this time, members raised some additional issues:

- One member asked when the committee would receive the next Broaddus Report on the state of the contingency. Randy Baldwin replied that Broaddus and Associates were scheduled to present their latest report to the CBOC in March.
- A member asked if bonds were sold at different times. Curt Shaw explained that the bonds are not all sold at the same time. Larry Throm, the Chief Financial Officer, converts some bonds to short-term paper and later converts them to bonds to avoid taxes on accumulated interests.
- Another member noted that she had been asked questions relating to the PAC and the 2008 Bond Program by several community members. There was a logical assumption that the work of the CBOC and the 2008 CBAC was connected; however, she did not have the information needed to respond to the questions.
- Paul Turner provided the committee with a brief update on the PAC.
 - At the start of the CBAC's process, they studied the possibility of the PAC as a joint venture with the Long Center.

- In mid-December, it became clear that a joint venture with the Long Center was no longer an option due to parking and cost considerations.
- In late December, a land contribution for a PAC at the Mueller area became a possibility. Because the Committee needed to present its recommendations to the Board by the end of January, it was impossible to research this issue.
- Members asked if the bond funds for the PAC had been used for other projects. Paul Turner explained that the law prohibits the use of those funds for anything but a PAC.
- Because committee members are faced with questions from the community relating to the PAC and its status, staff will prepare an information sheet on the PAC for the committee.

VI. Agenda Items for Next Meeting

- Next meeting February 26, 2008
- Subcommittee meetings
- Subcommittee reports
- HUB Report
- Safety Report
- Discussion of Survey and HUB Subcommittee
- Discussion of CBOC Report to the Board of Trustees
- Prevailing Wage Update
- Survey Update

Lessons Learned

- A. Pre-Election Activities/Bond Program Planning:
1. Identify new schools using the description of schools to be relieved, rather than geographic designations.
 2. For larger, more complex projects, enlist paid services of architects, engineers, and appropriate construction professionals to conduct extensive and comprehensive site analysis to determine the scope and budget for the project.
- B. CBOC— Establishment and Procedures:
1. Appoint CBOC members immediately after the bond initiative is passed.
 2. A thorough discussion of committee processes, procedures and charge is needed when the CBOC is first appointed.
 3. A simple English statement of what the charge is would help future committees.
 4. Responsible stewardship involves providing adequate resources to maintain and operate new schools and new construction properly.
 5. The process used by the CBOC to establish its structure and working committees was very successful.
 6. Schedule a retreat immediately after the CBOC is appointed and completes the self-evaluation tool at least twice annually.
 7. The Survey Committee should develop its own list of “lessons learned”.

- a. There should NOT be different surveys for each campus due to the need to compile data. Therefore, one survey will be created with all campuses listed and the first question will ask them to select their campus. Note: There will still be personalized emails, with individual project descriptions, sent to each campus.
- b. One person should have central responsibility for collection and distribution of surveys.

C. Program Management:

1. An additional 15% of square footage should be added to the educational specifications to allow for circulation. (Barton Hills)
2. Front load the implementation of the bond construction program. Spending funds earlier helps reduce the impact of inflation on available bond funds.
3. Differentiate between the dates for the completion of construction and when a building can be occupied. The general public believes the “completion of construction” date is the same as the date a building can be occupied.
4. Establish a process with well-delineated criteria for determining the use of contingency funds.
5. Since contingency funds are more readily available in earlier projects and less available for projects scheduled in later phases, committee and staff need to be mindful of maintaining equity for all projects.
6. Because principals are key participants in the success of a construction project, a training workshop by construction management staff should be provided to new principals who have no experience with construction projects.
7. Projects should be broken down into smaller packages to allow smaller contractors to bid these projects. The benefits of this approach are that bids would be at or below the project budget, and the District would be less dependent on the large contractors.
8. In order to better deal with problems related to obtaining permits from the City of Austin, which have caused numerous delays and have increased the number of change orders, CBOC members recommended that staff:
 - o Research the city requirements before establishing a budget for renovations.
 - o Have the Construction Management staff and City Health Department conduct a survey of the kitchens to determine in advance what an architect should include in the design.
 - o Have a debriefing session with city officials at the director level and strategize on how to improve the permitting process.